TWPPO Document Update Procedure

I.   Purpose:

This document outlines the process of revising and producing TWPPO procedures (PROs), manuals (MANs), forms (FMs), and other operations-related documents. This document update process should take place quarterly, or prior to (or after?) a RESET visit, or as necessary.

II.   Cautions and Hazards:

None.

III.   Requirements:

- No random or unauthorized alteration to any of the TWP documents is permitted.
- Only one set of paper copies is kept in Operations Room at TWPPO.
- After each revision process, one CD-ROM version of the entire documents is sent to Manus and Nauru sites and ATOSS. TWPPO keeps two additional copies.

IV.   Procedure:

A.   Document Revision

Note: This section outlines the procedure for creating new documents and revising current documents. There is no specific schedule for this process.

1.   Receive new/revised documents from contributors (instrument mentors, operations personnel, and RESET technicians).

- New documents should be sent electronically in MS Word or WordPerfect format.

- Revisions should be made on hard copies obtained from the TWP Web site, CD-ROM, or Clif Meyer.

2.   Screen new/revised documents – *Lead Reviewer*.

- Check if a new document or revision is consistent for all sites.

3.   Approve new documents and revisions, send them to Formatter/Editor – *Lead Reviewer*.

4.   Format new documents, incorporate revisions – *Formatter/Editor*.

5.   Send formatted documents (new and revised) to Lead Reviewer for final review - *Formatter*.

6. Review and make comments on formatted documents – *Lead Reviewer and others*.

7. If there are additions or changes, send them to Formatter/Editor – *Lead Reviewer*.

8. Send all approved documents with changes and additions (if any) to Document Controller – *Lead Reviewer*.

9. Incorporate final additions and changes – *Formatter/Editor*.

10. Send all formatted documents to Document Controller – *Formatter/Editor*.

11. Assign OMS identifiers to new and revised documents – *Document Controller*.

   - When assigning OMS identifiers, also do the following:

      a) Organize folders on TWP server.

      b) Keep a log of all new and revised documents.

      c) Print all new and revised documents on a colored paper for storage in Operations Center (Clif's office).

B. **Web Update for Pending Publication Documents:**

1. This section describes the process for updating the list of documents pending for publication. This process can take place as needed, usually at the Lead Reviewer's request.

   - Note: These documents have already undergone the revision process (as described in section A) but pending official publication on the Web-based manual and on CD-ROM. No PDF version or electronic file should be available to anyone outside TWPPO at this point.

2. Obtain (from *Document Controller)* the list of new and revised documents that are pending Web and CD-ROM publication – *Web/CD-ROM Publisher*.

3. Based on the new list, update the existing list on Operations page - *Web/CD-ROM Publisher*.

C. **Web Update and CD-ROM Creation**

1. This section outlines the procedure for updating the documents on the TWP Web site and creating CD-ROMs. This process is to take place one month before each RESET or SET visit.

2. Obtain the new/revised document log from Document Controller – *Web/CD-ROM Publisher*.

- After reviewing the document log, proceed to the following:

  a) Inquire Document Controller about any pending documents.

  b) Obtain electronic files of all new and revised documents.

  c) Convert all documents into PDF format.

  d) Update the following Web pages (Liane):

  http://www.twppo.lanl.gov/docs/man_trouble1.html

  http://www.twppo.lanl.gov/docs/man_trouble2.html

  http://www.twppo.lanl.gov/docs/man_observer1.html

  http://www.twppo.lanl.gov/docs/man_observer2.html

  http://www.twppo.lanl.gov/docs/man_reset.html

  http://www.twppo.lanl.gov/docs/man_calibration.html

  http://www.twppo.lanl.gov/docs/man_safety.html

  e) Make one paper copy of each new and revised document and store all in Operations Center (Clif's office).

  f) Create CD-ROMs: 1 for each ARM site, TWP Operations Center, ATOSS, Bill Clements; 2 to be stored in Document Controller's room (see Creating Ops Manual CD-ROM procedure by Haruta).

- Ship or carry CD-ROM to the following locations:

  a) Manus site

  b) Nauru site

  c) ATOSS

- Upon receipt of a new CD-ROM at each site, do the following:

  a) Destroy the previous CD-ROM.

  b) Train on the new CD-ROM highlighting additions and changes.

V. References:

None.

V. Attachments:

1. Key Personnel
2. Document Revision Procedure Work Flow

Attachment 1
KEY PERSONNEL

Title	Name	Description
Lead Reviewer	Larry Jones	Reviews, edits and approves.
Formatter/Editor	Andrea Maestas	Formats and incorporates changes.
Document Controller	Espy Espinoza	Assigns OMS identifiers, maintains folders on TWP server, keeps logs of revisions.
Web/CD-ROM Publisher	Liane Sanchez/ Brad Perkins	Publishes on Web, creates CD-ROMs.

Attachment 2
DOCUMENT REVISION PROCEDURE WORK FLOW